

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

|                      |                    |                      |          |
|----------------------|--------------------|----------------------|----------|
|                      | REQUISITION NUMBER | DUE DATE             | TIME DUE |
| MDOT PROJECT MANAGER | JOB NUMBER (JN)    | CONTROL SECTION (CS) |          |
| DESCRIPTION          |                    |                      |          |

|  |   |   |   |
|--|---|---|---|
| <b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP<br><br>WHITE = REQUIRED<br>** = OPTIONAL<br><br>Check the appropriate Tier in the box below |   |   | <b>CONSULTANT:</b> Provide only checked items below in proposal   |
| <input type="checkbox"/><br><b>TIER I</b><br>(\$50,000 - \$150,000)  | <input type="checkbox"/><br><b>TIER II</b><br>(\$150,000-\$1,000,000) | <input type="checkbox"/><br><b>TIER III</b><br>(>\$1,000,000) |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>                                      |   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>                                      | Understanding of Service **   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>                                      | Innovations   |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>                                      | Organizational Chart  |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>                                      | Qualifications of Team  |
| Not required as part of Official RFP   | Not required as part of Official RFP                                  | <input type="checkbox"/>                                      | Quality Assurance/Quality Control **  |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>                                      | <b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity. |
| N/A  | N/A   | <input type="checkbox"/>                                      | Presentation **   |
| N/A  | N/A   | <input type="checkbox"/>                                      | Technical Proposal (if Presentation is required)  |
| 3 pages (MDOT Forms not counted)   | 7 pages (MDOT Forms not counted)                                      | 14 pages (MDOT forms not counted)                             | Total maximum pages for RFP <b>not including key personnel resumes.</b> Resumes limited to 2 pages per key staff personnel.   |

**PROPOSAL AND BID SHEET EMAIL ADDRESS – [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov)**

### GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least five (5) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

### MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

**5100D** – Request for Proposal Cover Sheet

**5100J** – Consultant Data and Signature Sheet (Required for all firms performing non-prequalified services on this project.)

**(These forms are not included in the proposal maximum page count.)**

**REQUEST FOR PROPOSAL**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest (Consultant/Vendor Selection Guidelines for Services Contracts) **AA**

.....

**RFP SPECIFIC INFORMATION**

☐ ENGINEERING SERVICES ☐ BUREAU OF TRANSPORTATION PLANNING ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☐ YES DATED \_\_\_\_\_ THROUGH \_\_\_\_\_

☐ **Prequalified Services** – See the attached Scope of Services for required Prequalification Classifications.

☐ **Non-Prequalified Services** – If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. **Form 5100J is required with proposal for all firms performing non-prequalified services on this project.**

☐ **Qualification Based Selection** - Use Consultant/Vendor Selection Guidelines.

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualification Based Selection / Low Bid** – Use Consultant/Vendor Selection Guidelines. See Bid Sheet instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted. The vendor that has met established qualification threshold and with the lowest bid will be selected.

☐ **Best Value** – Use Consultant/Vendor Selection Guidelines, See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required – no proposal required.)

**BID SHEET INSTRUCTIONS**

Bid Sheet(s) are located at the end of the Scope of Services. Submit bid sheet(s) with the proposal, to the email address: [mdot-rfp-response@michigan.gov](mailto:mdot-rfp-response@michigan.gov). Failure to comply with this procedure may result in your bid being rejected from consideration.

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**PARTNERSHIP CHARTER AGREEMENT**

MDOT and ACEC created a Partnership Charter Agreement which establishes guidelines to assist MDOT and Consultants in successful partnering. Both the Consultant and MDOT Project Manager are reminded to review the [ACEC-MDOT Partnership Charter Agreement](#) and are asked to follow all communications, issues resolution and other procedures and guidance's contained therein.

**NOTIFICATION  
MANDATORY ELECTRONIC SUBMITTAL**

**Proposals submitted for this project must be submitted electronically.**

**The following are changes to the Proposal Submittal Requirements:**

- Eliminated the Following Requirements:
  - Safety Program
  - Communication Plan
  - Past Performance as *a separate section*
  - Separate section for DBE Statement of goals. Include information in Qualification of Team section
- Implemented the Following Changes:
  - All proposals require an Organization Chart
  - Resumes must be a maximum of two pages
  - Only Key (lead) staff resumes may be submitted
  - Tier III proposal reduced from 19 to 14 pages
  - Forms 5100D, 5100I, and 5100G combined – 5100D
  - Forms 5100B and 5100H combined – 5100B
  - RFP's will be posted on a weekly basis -- on Mondays

**The following are Requirements for Electronic Submittals:**

- Proposals must be prepared using the most current guidelines
- The proposal must be bookmarked to clearly identify the proposal sections (See Below)
- For any section not required per the RFP, the bookmark must be edited to include "N/A" after the bookmark title.  
**Example:** Understanding of Service – N/A
- Proposals must be assembled and saved as a single PDF file
- PDF file must be 5 megabytes or smaller
- PDF file must be submitted via e-mail to [MDOT-RFP-Response@michigan.gov](mailto:MDOT-RFP-Response@michigan.gov)
- MDOT's requisition number and company name must be included in the subject line of the e-mail. The PDF shall be named using the following format:
  - Requisition#XXX\_Company Name.PDF
- MDOT will not accept multiple submittals
- Proposals must be *received* by MDOT on or before the due date and time specified in each RFP

**If the submittals do not comply with the requirements, they may be determined unresponsive.**

The Consultant's will receive an e-mail reply/notification from MDOT when the proposal is received. Please retain a copy of this e-mail as proof that the proposal was received on time.  
**Consultants are responsible for ensuring the MDOT receives the proposal on time.**

**\*\*Contact Contract Services Division immediately at 517-373-4680 if you do not get an auto response\*\***

**Required Bookmarking Format:**

- I. Request for Proposal Cover Sheet Form 5100D
  - A. Consultant Data and Signature Sheet, Form 5100J (if applicable)
- II. Understanding of Service
  - A. Innovations
- III. Qualifications of Team
  - A. Structure of Project Team
    - 1. Role of Firms
    - 2. Role of Key Personnel
  - B. Organization Chart
  - C. Location
- IV. Quality Assurance / Quality Control Plan
- V. Resumes of Key Staff
- VI. Pricing Documents/Bid Sheet (if applicable)

**2/14/12**

**NOTIFICATION  
E-VERIFY REQUIREMENTS**

E-Verify is an Internet based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. There is no charge to employers to use E-Verify. The E-Verify system is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration. E-Verify is available in Spanish.

The State of Michigan is requiring, under Public Act 200 of 2012, Section 381, that as a condition of each contract or subcontract for construction, maintenance, or engineering services that the pre-qualified contractor or subcontractor agree to use the E-Verify system to verify that all persons hired during the contract term by the contractor or subcontractor are legally present and authorized to work in the United States.

Information on registration for and use of the E-Verify program can be obtained via the Internet at the DHS Web site: <http://www.dhs.gov/E-Verify>.

The documentation supporting the usage of the E-Verify system must be maintained by each consultant and be made available to MDOT upon request.

It is the responsibility of the prime consultant to include the E-Verify requirement documented in this NOTIFICATION in all tiers of subcontracts.

9/13/12

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR**

**EVENT SERVICES  
Intelligent Transportation Systems**

Michigan Annual Outreach Event for ITS/Connected/Automated Vehicles

**CONTROL SECTION:** TBD

**JOB NUMBER:** TBD

**PROJECT LOCATION:** Metro Region

**DESCRIPTION OF WORK:**

This work consists of assisting with planning and deployment of an annual connected vehicle demonstration event that will be held in conjunction with another event in 2015 and annually beyond that. The event is anticipated to be small scaled in 2015 with planning efforts for a larger scaled event being done concurrently for an event in 2016 as the vision and needs continue to be defined. The work will include assisting the MDOT Project Manager with planning and deployment tasks for the annual event.

This work will also include any coordination working with other agencies and/or entities as directed by the MDOT Project Manager to insure the inclusion and participation of all partners.

**PRIMARY PREQUALIFICATION CLASSIFICATION:** N/A

**SECONDARY PREQUALIFICATION CLASSIFICATION:** N/A

**PREFERRED QUALIFICATIONS:**

- The consultant team shall include a minimum of five related projects working on an event within the past five years.
- The consultant team shall have and demonstrate related work experience in the area of ITS.
- The consultant team shall have and demonstrate related work experience in the area of connected vehicle.

**THE ANTICIPATED START DATE:** March 15, 2015

**THE ANTICIPATED COMPLETION DATE:** May 31, 2016, with the option of annual renewal.

**MDOT PROJECT MANAGER:** Michele Mueller  
Michigan Department of Transportation  
Metro Region Office

18101 W Nine Mile Road.  
Southfield, MI 48075  
Email: muellerm2@michigan.gov  
Tel: (248) 431-1443  
Fax: (248) 569-3103

**DBE REQUIREMENT:**      0%

The Consultant shall contact the MDOT Project Manager prior to beginning any work on the project.

**QUESTIONS:**

All questions from firms concerning the RFP shall be submitted in writing to the MDOT Project Manager no later than five business days prior to the posted due date. All questions shall be submitted in writing via email to the MDOT project manager. The answers to all questions will be posted to the Contract Services Division web site, where the RFP was posted.

MDOT will not respond to telephone inquiries or visitation by bidders or their representatives. All questions are to be put in writing and must be submitted electronically. Answers to questions will be prepared and made available on the MDOT website. The answers to the questions will supersede the original issue pertaining to the question(s) of the RFP.

**GENERAL INFORMATION:**

**The consultant team will need to have substantial ITS and Connected Vehicle conception, event planning background and experience. The consultant should be prepared to demonstrate their background and experience in all of these areas. The Consultant shall take the opportunity of the RFP to provide brainstorming options, opportunities, potential event ideas, etc in order to demonstrate their knowledge of the area, technology, event planning, and project management and project planning.**

**This contract is for a maximum of five (5) years with annual renewals each year. MDOT reserves the right to evaluate the renewal each year and is not obligated to enact the annual renewal if it deems necessary.**

MDOT continues to lead the State of Michigan in transportation technology. In an effort to continue that leadership and advancement of new technology, MDOT, in partnership with the United States Department of Transportation - Research and Innovative Technology Administration (USDOT - RITA), has developed a long term expansion and enhancement plan for the Michigan Connected Vehicle testbeds. These expansions and enhancements will further define and support the technology and developments in the connected vehicle community. This event is to provide the opportunity to showcase the companies, technology, development, job opportunities and why Michigan continues to lead the industry in this environment.

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the work, and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant will notify the MDOT Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the MDOT Project Manager.

The MDOT Project Manager shall be the official MDOT contact person for the Consultant and shall be made aware of all communications regarding this project. The consultant must either address or send a copy of all correspondence to the MDOT Project Manager. This includes all sub-Consultant correspondence and verbal contact records.

All materials submitted in response to this RFP become the property of MDOT, proposals and supporting materials will not be returned to consultants. MDOT reserves the right to reject any or all proposals.

### **CONSULTANT RESPONSIBILITIES:**

The Consultant will provide services for assisting the MDOT Project Manager with the planning and deployment of the annual event to demonstrate connected vehicle technology done under this contract. The Consultant's activities may include, but are not limited to, the following activities as directed by the MDOT Project Manager:

- 1. The Consultant will be required to work with the MDOT Project Manager to evaluate other events happening in Michigan to determine the best opportunity for pairing of the demonstrations to maximize the exposure and attendance.**
- 2. The Consultant will be required to work with MDOT Project Manager to lay out a strategy for an annual event demonstrating connected vehicle technology in Michigan for 2015 and beyond.**
- 3. The Consultant will be required to work with other agencies and companies through the event planning, deployment and wrap up.**
- 4. The Consultant will be required to assist with all event details, prior to and on site, event paperwork, permits, applications, and any other associated tasks.**
- 5. The Consultant will be required to assist, as needed, with getting sponsors for the annual event demonstration portion.**
- 6. The Consultant will be required to assist MDOT and other event organizers with promotion of the demonstrations portion of the event and the benefits to Michigan.**



7. The Consultant will be required to document all aspects of the planning and deployment of the event.
8. The Consultant will be required to assist MDOT with any other associated aspects of the event as assigned by the MDOT Project Manager.
9. The Consultant will be required to assist MDOT with any necessary marketing materials for the event such as; brochures, save the date, pre-mailers, agendas, programs, invitations, confirmations, evaluation forms and other printed materials.
10. The consultant will be required to assist MDOT Project Manager with various conference management tasks such as; site visits, housing and registrations, budgets, contracts for outside services, call for papers, AV requirements, speakers, food and beverage, VIP arrangements, handout materials, signage and banners, billings, exhibit management, ground transportation, off site tours/events coordination, on site coordination, communications outreach and post meeting review and analysis.
11. The Consultant will be responsible for providing a project status reporting on a periodic/on demand schedule.

**\*\*\*\* Note that all tasks may not be needed as the scope and responsibilities are identified with other partners. The tasks will be done via a work order (See Attachment A) and they will be authorized by the MDOT Project Manager as they are identified to be needed under this contract.**

#### **MDOT RESPONSIBILITIES:**

1. MDOT will lead the annual event for multiple aspects including the connected vehicle demonstrations and will be the main point of contact with the other associated event and activities.
2. MDOT shall provide the Consultant with all relevant documentation needed to complete the tasks assigned and approved by the MDOT Project Manager.

#### **DELIVERABLES:**

At the request of MDOT, the Consultant, during the progress of the services, shall furnish information or data relating to the services described herein that may be required by MDOT to carry out or proceed with related phases of the project not described herein, or which may be necessary to enable MDOT to furnish information to the Consultant upon which to proceed with further services.

#### **PROPOSAL REQUIREMENTS:**

1. RFP Response: In order to be considered for selection, Consultants must submit a complete response to this RFP.
2. Proposal Preparation:
  - a) All information requested should be submitted. Failure to submit all information requested may result in MDOT requiring prompt submission of

missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by MDOT.

- b) Proposals should provide a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

### **SPECIFIC PROPOSAL INSTRUCTIONS:**

Consultants are required to submit the following items as a complete proposal in the following Section format:

#### **Section 1**

1. An Executive Summary that includes the following:
  - a. A brief overview identifying the benefits to MDOT if the Consultant is awarded the contract
  - b. Contact Person(s): Provide name, title, organization, address, telephone number, fax number and email address for the following person(s):
    - i. Contact person(s) who are responsible for coordinating the Consultant's response to this RFP.
    - ii. Persons who are authorized to act on behalf of the Consultant and bind the Consultant to all commitments made in the proposal and subsequent negotiations.
    - iii. Consultant's Qualifications and Experience:
      - a. General Company Information
      - b. Date Founded
      - c. Name of owner(s)
      - d. Business structure to include the relationship between any parent company and subsidiaries, if applicable. Identify any known potential changes in structure.
      - e. Listing of the address and phone number of the office that will service financial identification number under this proposal.
      - f. Affiliation with professional associations.
      - g. List all certifications and compliance standards to which your firm adheres.
      - h. Your firm's web site address, if applicable.
  - c. Include the following Information:
    - i. Address the following questions:
      - a. How many current clients do you have?

- b. What is your number of full-time resources?
- c. What do you consider your strengths in event planning?
- d. How do you anticipate staffing at different levels?
- e. What is your ability to augment your resources to support MDOT if additional resources are required?
- f. A list of any contracts that during the last three years were cancelled or from which the Consultant was prohibited from submitting a proposal because of lack of performance or because of default.

## **Section 2**

### **1. Contactor's Key Personnel Qualifications and Experience:**

Consultants shall provide a written narrative specifying the key individuals who will provide services under this contract including any proposed Subconsultants and/or partners. The narrative shall identify key personnel who will be committed and would provide day-to-day services in performance of this contract.

### **2. Provide the following information about the key personnel:**

- a. An organization chart of your firm that shows the key individuals' placement within the firm.
- b. A two page resume of all key personnel who will be proposed to work on this contract, describing qualifications, specialized certifications and related experience.
- c. Specific project team member's names, qualifications and experience and description of the role each key individual will play in providing services to MDOT under the Consultant's proposal.
- d. List Subconsultant's proposed key individuals, if any, that your firm intends to utilize in performing this contract. Describe the portions of work they will be performing, their experience and qualifications.

## **Section 3**

### **1. Consultant's Specific Plans or Methodology to Perform the Services:**

- a. A written narrative clearly explaining proposed general and technical approach to ensure the timely and comprehensive delivery of quality services related to those described in the Project Description.
- b. Consultant's approach which characterize your ability to work successfully with MDOT. Provide an overview of your approach or approaches to:
  - i. Business process for event planning and facilitation
- c. Describe three (3) projects related to the lines of work described in this RFP:

- i. Choose examples representative of your company's abilities and experience
- ii. For each project, include a summary of results
- iii. Provide descriptions of process improvement you made during the project that related to its success
- iv. Provide descriptions of marketing and outreach that were done for the project
- v. Provide names and contacts for each project listed

### **SCORING CRITERIA – Total Points 125**

1. Understanding of Service – 10 points  
Describe your understanding of the service to be provided
2. Qualifications of Team – 30 Points  
Describe your team and the roles of key personnel. Provide resumes of key personnel
3. Innovation – 10 Points  
Describe ways to provide innovation to the event.
4. Event Planning Strategy – 15 Points
5. Past Performance – 20 points  
Provide references and examples of similar work performed.
6. Price - 35 points  
CSRT approved formula:  $\text{Low Bid/Bid} * \text{Points Assigned}$   
Completed bid sheet required  
(Price must be at least 25% of overall points assigned)
7. Location – 5 points  
Indicate percentage of work that will be performed in Michigan

| <b><u>Percentage of Work to be done in Michigan</u></b> | <b><u>Score</u></b> |
|---|---------------------|
| 95% to 100%   | 5                   |
| 80% to 94%  | 4                   |
| 50% to 79%  | 3                   |
| 25% to 49%  | 2                   |
| 10% to 24%  | 1                   |
| Less than 10%   | 0                   |

## **AWARD**

1. MDOT will select one Consultant deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors. MDOT may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish reasons why a particular proposal was not deemed to be acceptable or selected.

## **PAYMENT**

Compensation for this project shall be on a **loaded hourly rate** basis **plus direct expenses**. This basis of payment typically includes an estimate of labor hours by classification or employee, and a “loaded” rate which includes an hourly labor rate, applied overhead, and fixed fee by classification or employee. In addition, other direct costs and subconsultant costs may be proposed and authorized, if necessary.

All billings for services must be directed to the Department and follow the current guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's website. This document contains instructions and forms that must be followed and used for billing. Payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for services rendered shall not exceed the maximum amount unless an increase is approved in accordance with the contract with the Consultant. Typically, billings must be submitted within 60 days after the completion of services for the current billing. The final billing must be received within 60 days of the completion of services. Refer to your contract for your specific contract terms.

Direct expenses, if applicable, will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted with the billing for all eligible expenses on the project in accordance with the Reimbursement Guidelines. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this project.

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# **MDOT Metro Region ITS As-Needed Services**

**WORK ORDER #**

DATE

## **1.0 Purpose**

The purpose of this task order is to .....

## **2.0 Scope of Work and Deliverables**

*Deliverables:*

## **3.0 Staffing**

## **4.0 Schedule**

## **5.0 Estimated Cost**

**Summary of Estimated Work Order Cost**

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|   |
|---|
| <b>GENERAL ORGANIZATION INFORMATION</b> |
|---|

**REQUIRED RESPONDENT INFORMATION**

Please provide the following required respondent information. Failure to respond to each requirement may disqualify the respondent from further participation in this RFP.

|   |
|---|
| <b>RESPONDENT NAME AND ADDRESS:</b> Provide name, address, principle place of business, telephone number of legal entity with whom the contract is to be written, and the web page address. |
|---|

|                          |       |                         |
|--------------------------|-------|-------------------------|
| <b>Name and Title:</b>   |       |                         |
| <b>Address:</b>          |       |                         |
| <b>City, State, Zip:</b> |       |                         |
| <b>Phone:</b>            | (   ) | <b>Facsimile:</b> (   ) |
| <b>Web Page:</b>         |       |                         |

**LOCATION ADDRESS**

|                          |  |
|--------------------------|--|
| <b>Address:</b>          |  |
| <b>City, State, Zip:</b> |  |

**ORGANIZATION AND YEAR:**

Please provide the legal status and business structure (corporation, partnership, sole proprietorship, etc.) of the respondent and the year the entity was established.

|                |  |              |
|----------------|--|--------------|
| <b>Status:</b> |  | <b>Year:</b> |
|----------------|--|--------------|

**RFP CONTACT:**

Please provide the following information of the respondent's RFP contact:

|                          |       |                         |
|--------------------------|-------|-------------------------|
| <b>Name and Title:</b>   |       |                         |
| <b>Address:</b>          |       |                         |
| <b>City, State, Zip:</b> |       |                         |
| <b>Phone:</b>            | (   ) | <b>Facsimile:</b> (   ) |
| <b>Web Page:</b>         |       |                         |

**Bid Sheet**

All entries on this page must be handwritten in ink or computer generated. This page provides for costs by payment category. This is provided as an example. Priced proposal costs will be required after selection, in accordance with the MDOT Priced Proposal Guidelines ([Guidelines](#)).

| <b>Name</b> | <b>Classification</b> | <b>Hourly Rate</b><br><b>Fully Loaded Rate: (Hourly Rate</b><br><b>+ Overhead) + 11%</b><br><b>If staff have different rates, list</b><br><b>separately by name</b> |
|-------------|-----------------------|---|
|             |                       |   |
|             |                       |   |
|             |                       |   |
|             |                       |   |
|             |                       |   |
|             |                       |   |
|             |                       |   |
|             |                       |   |

*Example:*

*Doe, John*

*Process Improvement Consultant*

*\$100.00*

Total Estimated Labor: \_\_\_\_\_

Estimated Subconsultant Costs: \_\_\_\_\_

Estimated Direct Expenses: \_\_\_\_\_

(Listed by item at estimated actual cost, additional sheets may be used)



|                              |
|------------------------------|
| <b>Consultant Name:</b>      |
| <b>Consultant Address:</b>   |
| <b>Date:</b>                 |
| <b>Authorized Signature:</b> |

**There is no guarantee that this RFP will be awarded, the award will depend upon adequate funding being committed.**